

ADMINISTRATIVE ASSISTANT, Carlisle Council on Aging

Supports staff in the daily operations of the Carlisle COA. Duties include dealing with the public in a courteous and tactful manner both in person and on the telephone. Solid computer and secretarial skills are mandatory as well as knowledge of MS Outlook, Word and Excel. Familiarity with MS Publisher is also needed for work on our monthly newsletter. Excellent organizational skills are a must. High school graduate with at least one year of office experience is required. Position is 12 hours per week, normally spread over three days, although some flexibility in work days is necessary due to various COA activities and deadlines. Applications should be submitted to Carlisle Council on Aging c/o David Klein 66 Westford St. Carlisle Ma. 01741 or coadirector@carlisle.mec.edu. Applications will be accepted until the position is filled.